

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

July 14 - [City Council Meeting Agendas](#)

Looking Ahead

Most boards will be meeting virtually including City Council.

Thursday, July 16: Tourism Board, Board of Architectural Review meetings

Tuesday, July 21: Economic Development Authority, Planning Commission meetings

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- **LISTEN!** [Rouss Review](#) and [DEFROST](#) podcasts



The Winchester Police Department welcomed six new recruits who started training at the Basic Academy this week.

City Manager's Highlights

3 Firefighter/EMT's and 5 paramedics graduated from the Fire Academy this week. Training in the field will now begin.

Public Works will resume enforcement of the [three container limit](#) for trash beginning July 13. Crews have been picking up extra bags due to the stay at home order, but it has been putting a strain on employees.

The deadline to submit the possible [Jubal Early Drive renaming survey](#) is July 13 at 8 am.

The City's CARES Act grant application deadline for businesses and non-profit impacted by the COVID-19 pandemic has been extended to July 31. [More Info](#)

Public Safety

Winchester Police

- Held Department body-worn camera training and bicycle testing, and use of force training.
- Researched, wrote, and hosted the latest DEFROST true crime podcast episode (to be launched July 11 at 11:00 am).
- Completed supervisor comparison report and hiring cost analysis.
- Finalized community forum responses and posted them to the website and Facebook.
- Welcomed 6 new recruits who started Basic Academy training.
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 5
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 2
 - Property crimes/other - 18

Winchester Fire and Rescue

- Conducted COVID testing for department.
- Met with Communications team to discuss virtual recruit class graduation.
- Held a meeting with the Infectious Disease Control Team.
- Conducted Firefighter II certification testing.
- Purchased N95 masks and decontamination equipment to clean the stations.
- Completed Firefighter interviews for 7 applicants.
- Continued to address staffing challenges related to COVID precautions.
- Continued research for solutions to the Fire and Rescue Master Plan recommendations, specifically the "Driver Only" issue.
- Fireworks enforcement: 16 incident reports generated for illegal fireworks due to complaints.
- Investigated a fire lien complaint in a local neighborhood.
- Investigated an open burning complaint for small outside fire in a residential area.

Police Activity	#
Calls for Service	689
Directed Patrols	34
Directed Patrols (OTW)	7
Extra Patrols	51
Extra Patrols (OTW)	0
Alarms/False Alarms	17/17
Crash Reports	5
Traffic Citations	11
Traffic Warnings	27
DUI/DWI	1
FOIAs Answered	6
Special Events Permits Received/ Approved	0/0 47 YTD

Fire Activity	#
Fire	4
Overpressure	0
EMS/Rescue	108
Hazardous Cond.	2
Service Call	9
Mutual Aid Given	2
Good Intent	4
False Alarms	2
Special Incident	16
Plan Review	1
Reinspections	0
Inspections	0

Emergency Management

- Coordinated resources for two COVID-19 community testing sites managed by the Virginia Department of Health and the Virginia National Guard.
- Assisted Winchester Medical Center staff for the removal of two Base-X tents at the Emergency Room.
- Received and distributed disinfectant wipes to various departments.
- Tested and trained on the new training course with the City's certified drone pilots.

Development Services

Zoning and Inspections

- Completed:
 - 15 building permit inspections and 17 building permits (\$324,239 valuation).
 - 23 code enforcement inspections and initiated 10 new cases
 - 3 new business reviews (3 Zoning User Permits general business, 0 Zoning User Permits home business)
 - 1 Phased Development Site Plan (PDSP) permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant projects:
 - 1870 Amherst Street - annual permit for Medical Office Building 1 (\$137,000)

Date	Address	Description	Value
07/02/2020	2 18 N KENT ST	ASBESTOS ABATEMENT	\$9,000
07/02/2020	353 E PICCADILLY ST	REMODEL BATHROOM, REMOVE 2 WALL	\$7,000
07/03/2020	227 KERN ST	NEW HEAT PUMP & FURNACE	\$7,000
07/03/2020	132 ALLISON AVE	REPLACE A/C & FURNACE	\$9,900
07/03/2020	2644 WINDWOOD DR	REPLACE A/C & FURNACE	\$12,900
07/06/2020	206 WYCK ST	PIPING FOR GENERATOR	\$1,700
07/06/2020	17 W GERRARD AVE	SIGNS	\$10,000
07/06/2020	1870 AMHERST ST	ANNUAL PERMIT	\$137,000
07/06/2020	413 SHENANDOAH PL	INSTALL GAS RANGE	\$985
07/06/2020	124 W PICCADILLY ST	ROOF AND GUTTER REPLACEMENT	\$25,000
07/07/2020	119 ACADEMY LN	KITCHEN REMODEL	\$80,000
07/07/2020	3044 PAPERMILL RD	ADD BATHROOM & KITCHENETTE	\$3,300
07/07/2020	836 WOODLAND AVE	INSTALL COMPOSITE DECK	\$8,804
07/07/2020	3044 PAPERMILL RD	ADD FIXTURES	\$2,450
07/08/2020	718 MERRIMANS LN	ABOVE GROUND POOL	\$9,200
Total			\$324,239

Planning

- Staffed the Planning Commission's July 7 work session and reviewed the July 21 regular meeting agenda. The following agenda items were reviewed:
 - Conditional Use Permit (CUP) for a change to the elevations of the proposed O'Reilly Auto Parts store at 603 Cedar Creek Grade
 - Planned Unit Development (PUD) rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street
 - CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building
 - Right of Way vacation and conveyance request to allow the Cameron Square developer to assemble the adjacent portion of E. Fairfax Lane into the development site
- Received a number of development applications in advance of the July 6 deadline for cases appearing on the August Planning Commission meeting docket.
- Continued to conduct online plan review and approval of development projects.

Economic and Workforce Development

- Created and distributed business impact surveys for Jubal Early businesses.
- Worked on compiling annual Enterprise Zone reports.
- Fielded CARES Act questions from businesses pursuing grants and began accepting CARES Act Emergency Grant applications.
- Discussed industrial redevelopment project for local business expansion project.
- Met with prospective business owners interested in the Winchester market.

Arts and Vitality & Old Town

- Filed second quarter 2020 Main Street reports to Virginia Main Street.
- Held internal planning discussions on business spotlight and community videos.
- Continued working with Full Circle Marketing on the Summer Vibe series.
- Met with local non-profit leader to discuss organizing outdoor social distanced theater performances.
- Coordinated ArtScape banner receipt and installation with ShenArts.
- Distributed four Old Town Small Business Relief Grants.

Winchester/Frederick County Tourism

- Spoke with WUSA9 (DC-based station) to discuss how we can highlight Winchester/Frederick County as a safe, attractive regional destination for potential travelers in the DC area.
- Continued planning discussions with vendors regarding developing and placing billboard ads to drive both impulse visits and destination awareness.
- Had the opportunity to update the Frederick County Board of Supervisors on the status of the tourism industry, our response to the COVID situation, and plans moving forward. The video can be found here: https://fcva.granicus.com/MediaPlayer.php?view_id=1&clip_id=55
- Attended the July [Shenandoah Valley Tourism Partnership](#) meeting. Discussions surrounded ongoing website redesign, FY21 budget and marketing, response to COVID, local and state data, and plans for events later this year and early next year.
- Attended the weekly Northern Shenandoah Valley COVID Economic Response Team meeting, discussions surrounded the Open and Safe initiative and website, public-private partnerships, grant programs, current economic and tourism data, and continued plans moving forward.
- Continued site visits throughout the City and County to meet with businesses and discuss the current situation, as well as continued delivery of brochures.
- Set the date for a special virtual [Destination Ambassador-Facing COVID Together program](#). This will be a completely new training program aimed at front-line hospitality workers to help share best practices, customer service strategies, and most importantly handling the mental stresses of working on the front line during this time. The program is free and will be offered on Wednesday, July 22 from 10 am-12 pm.

Public Services

- Construction on the next phase of the Green Circle Trail on the south side of Jubal Early Drive from just west of Harvest Drive to just east of Valley Avenue will begin next week. There will be periods during the project when the far right lane of eastbound Jubal Early will be closed to allow the construction to be completed safely.
- Held a pre-construction meeting with the contractor for the new maintenance facility that will be constructed at City Yards. Construction is expected to begin the last week of July.
- The street lines throughout the City are being repainted.
- Repaired a water main break and a leaking water valve on Jefferson Street near Handley High School. The water valve has a stamp on it showing it was manufactured in 1903.
- Participated in the teleconference meeting for the Technical Advisory Committee of the Win-Fred Metropolitan Planning Organization.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	15	5,084
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	5,281	176,876

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	2	59	#
	Mowing	16.53	212.83	Acres
	Miles of streets swept	62.80	1,575.49	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	3	130	#
	Trees trimmed	0	645	#
	Stumps removed	2	150	#
Traffic	Street signs Installed/replaced	11	338	#
	Pavement markings repainted (City)	1,715	7,107	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	94.42	3,572.36	Tons
	Recycling collected	24.26	1,118.256	Tons
	Large item pickups	3	71	#
Transit	Total passengers	1,925	41,764	#
	Revenue miles pick up/drop off	3,498	69,009	Miles
	Revenue hours pick up/drop off	347.37	6,622.25	Hours
Utility billing	Payments processed	1,417	37,356	#
	New bills mailed out	0	37,288	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	6.03	5.53	Million gallons/
	Peak daily water demand	6.51	6.83	day

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	7.28	7.43	Million gallons/day
	Peak daily flow treated	7.74	17.21	
Water distribution and wastewater collection	Water main breaks repaired	2	10	#
	Water meters read	3,166	42,170	#
	Fire hydrants flushed	46	441	#
	Sewer mains cleaned	3,738	77,664	Linear feet
	After-hours call outs	2	72	#
Engineering	Site plans reviewed	0	74	#
	Floodplain permits issued	0	23	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	14	321	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	739	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	12	499	#
	Special events assistance	0	6	#
	Maintenance of pedestrian mall	35	759	Staff hours
Equipment maintenance	Total repairs completed	82	1,260	#
Winchester Parking Authority	Work requests completed	4	137	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	7	81	#
	Monthly rental cancellations	9	126	#
	Total monthly leases in all autoparks	-2	1,097	#
	Available monthly spaces in all autoparks	+2	315	#
	Hourly parkers (all four garages)	1,707	42,029	#
	Park-Mobile transactions	637	12,841	#
	Meter violations	136	3,073	#

Parks & Recreation

- The outdoor pool remains open for general swim and lap swim during designated times (capacity: 35 people). Reservations are accepted for general swim and time slots fill to capacity quickly.
- Spoke with vendor regarding an upgrade of the RecTrac program registration and management software. The upgrade is necessary to continue providing online services to the community.

Social Services

- Received 84 Benefit Program applications: 25 SNAP, 35 Medicaid, 3 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 19 Home Energy Assistance Program
- Provided case management to: 1,654 Medicaid, 4,180 SNAP, 72 TANF, 18 Auxiliary Grant, 46 individuals receive VIEW services, 50 families/93 children receive Child Care Subsidy Assistance
- Other highlights:
 - VDSS extended COVID-related policy variations for individuals with Medicaid for an additional 90 days. No negative actions will be taken against cases through October 31.
 - Virtually hosted the Child and Family Services Review (CFSR) team from the Virginia Department of Social Services. The goal of the CFSR is to: (1) ensure conformity with federal child welfare requirements, (2) determine what is actually happening to children and families as they are engaged in child welfare services, and (3) assist local departments of social services in enhancing their capacity to help children and families achieve positive outcomes.
 - Services staff participated in the Monthly Multidisciplinary Team (MDT) meeting. MDT improves the investigative response and service delivery to children and families and is required by §63.2-1503 J of the Code of Virginia. The City's MDT includes: Social Services; Police Department; Commonwealth Attorney's Office; The ChildSafe Center; Victim Witness; Forensic Nurses from Valley Health; Victim Advocates through the Laurel Center.
 - Held the Family Assessment and Planning Team (FAPT) meeting to discuss services and funding available to support the children and families who have been referred to FAPT.

Weekly Activity	#
Clients walk-ins/drop-offs	0/54
Child Protective Service (CPS) referrals/ case management load	4/44
CPS family assessments & investigations of alleged maltreatment	43
Placed "on notice" for foster care entry by JDRC	5
Children in/entered/exited foster care	51/0/1
Adoption subsidy cases/adoptions finalized	49/1
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/9/92
Family Service intakes/case management load	3/6
Adult Protective Service referrals/case management load	0/5
Adult guardianships/cases	2/79
Adult Protective Service investigations/intakes	10/7
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	6

Communications

- Distributed the June 8 CitE-News issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 4 inquiries for WPD.
- Uploaded the catalog of Winchester 101 history podcast episodes to [anchor.fm](#) so that the episodes will appear on Spotify and other streaming platforms.
- Produced the July episode of the WPD's DEFROST podcast.
- Met with Old Town and Economic Development to discuss upcoming video and social media content ideas.
- Attended the first Friday Flyday with the City's Drone Team to train in skills and get updates on the program.
- Continued working on the FY21 Budget in Brief.
- Met with the Fire and Rescue Department to discuss logistics for having a virtual graduation ceremony.
- Promoted summer safety tips and food program for kids in need on social media.
- Continued updating the website and channel 6.
- Began brainstorming virtual field trip video ideas of City facilities.
- Completed monthly IPAWS test of the City's emergency notifications system.

311 Requests Received	#
FOIA	6
New Recycling Bin	4
Missed Trash/Recycling Collection	1
Trash on Property	-
City Tree Issue	2
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	4
Graffiti	1
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Total/YTD	18/292

Date	City of Winchester News Releases (for social media posts)
7/8	Federal Pandemic Unemployment Compensation ends July 25 - read
7/9	Summer Food Service Program is available for children in Virginia - read
Date	Articles in <i>The Winchester Star</i>
7/3	EDA extends sales contracts on 2 development projects
	North Kent Street homicide investigation continuing
	Erica Truban to head Winchester School Board through 2020
	Photo: Building bridges (Crossover Boulevard)
7/6	Region's initial jobless claims rise again
	More funds being sought for Douglas School renovation
	Letter to the editor: Name street for Daniel Morgan

Date	Articles in <i>The Winchester Star</i>
	Letter to the editor: Council should disregard survey's unregistered comments
7/7	Former mayor advocated for street's unlikely name
	Free walk up COVID-19 testing available today and Wednesday
	Man accused of pulling gun in restaurant
	Open Forum: Early was no hero, or even a worthy person
	Is mayoral candidate being transparent?
7/8	Apartments proposed along Jubal Early Drive
	About 100 people take advantage of free COVID-19 testing; testing continues today
	Open Forum: Winchester's Standards of Decorum obstruct transparency and engagement
7/9	Letter to the editor: Petty cat complaint

Support Services

Innovation & Information Services

- Continued work on Social Services server migration.
- Completed various activities related to the Shieldware update.
- Completed new Filebound document management installation on server.
- Held meetings with 2 possible replacements for Transaction manager.
- Finished documenting all public facing applications/services.
- Updated Fire and Rescue Street Viewer application in GIS.
- NG911 - proceeding to the next step of GIS data implementation in NG911 project.

Help Desk Requests	Count	Closed
Account Management	12	-
Accounts	-	11
Applications	-	4
Email	3	2
GIS	3	2
Hardware	15	15
Naviline	2	1
Information Only	-	-
All Infrastructure	3	4
Not Assigned	10	1
Research	-	1
Software	31	1
Total	80	29